

INFORMATION NEEDED FOR A COMPLETE "SPECIAL APPLE PROGRAM LOAN" APPLICATION

Please provide the following information to the Farm Service Agency so that your application can be considered complete. If you feel that an item is not applicable, please call your local FSA representative. Your application will be processed when all the applicable information is received. If your application is submitted incomplete, you will be notified of the missing information and provided an opportunity to provide the missing information.

NAME: _____

- ☐ Individual ☐ Partnership ☐ Corporation ☐ Joint Operation
☐ Cooperative ☐ Trust ☐ Limited Liability Company ☐ Other : _____

- ☐ Completed Form CCC 2651, "Request For Special Apple Loan Assistance."
- ☐ If the applicant is a corporation, cooperative, partnership, joint operation, limited liability company, or a trust:
- ☐ Complete list of members; stockholders and corporate officers; partners; trustees, beneficiaries, and trustors; limited liability company members and operating managers; and/or joint operators; showing address, citizenship, number of shares or percentage of ownership by each, and social security numbers or tax identification number of each member of the business entity.
 - ☐ Bylaws and Articles of Incorporation; Operating Agreement and Articles of Organization; Partnership Agreement; Trust Agreement; or Joint Operating Agreement.
 - ☐ "Certificate of Existence" from the Secretary of State for corporations and limited liability companies.
 - ☐ A resolution adopted by the board of directors, board of managers, members, or stockholders authorizing specific officers of the corporation, cooperative, partnership, joint operation, or trust to apply for and obtain the desired loan, and execute the required debt, security, and other instruments.
- ☐ Recently completed financial statement or balance sheet, not greater than 90 days old, including the appropriate signatures. If you do not have a balance sheet, the local FSA office can provide a form for you.
- ☐ Form FmHA 440-32, "Statement of Debts and Collateral," required for all debt over \$1,000 other than FSA. Forms must have complete addresses of creditors and be signed by the applicant. Applicant's account numbers should also be listed on the form.

- ☐ Legal description of real estate property required as collateral for the proposed loan as well as assessment information. If equipment and machinery or other assets is being offered, provide copies of depreciation schedules from tax returns and other information as needed. Please check with your local FSA office.
- ☐ Credit report information and fee of \$_____ (\$13.35 per person, \$40 for entity). Please contact the local FSA office for the required fees. For entity applicant, information necessary to order a credit report on the entity and all individual members including tax identification numbers and social security numbers.
- ☐ For loans over \$30,000 and for all loans when the applicant's net worth is less than 3 times the loan amount: a projected cash flow budget reflecting production, income, expenses, debt payments including the proposed loan. If you do not have a cash flow budget, the local FSA office can provide a form for you.
- ☐ For loans over \$30,000 and for all loans when the applicant's net worth is less than 3 times the loan amount: the last 3 years of production, income, and expense information. This documentation may include income statements, income tax returns, and actual production records.
- ☐ Form AD-1026, "Highly Erodible Land and Wetland and Conservation Certification or Form AD 1026-U, "Continuous Update Form for AD-1026 and Form SCS-CPA-026, "Highly Erodible Land and Wetland Conservation Determination," completed by NRCS (for each tract of land identified on Form AD-1026A). FSA staff will review this information from your records in FSA and NRCS offices. If the forms need to be initiated or if they are not continuous, you will be required to contact the appropriate FSA or NRCS staff to initiate or update the forms.
- ☐ For loans \$30,000 or greater and where the net worth is less than 3 times the loan amount: an appraisal report of the collateral offered as security for the loan which is USPAP compliant and is acceptable to FSA. The applicant must pay the cost of the appraisal report. Prior to ordering an appraisal, please check with your local FSA office if an appraisal is necessary and for acceptable appraisers in your area.
- ☐ Other: _____

- ☐ Other: _____

- ☐ Other: _____
